STATE OF NORTH DAKOTA

ASSET MANAGEMENT USER MANUAL

VERSION 8.4

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ASSET MANAGEMENT INTRODUCTION

OVERVIEW

Asset Management helps automate the business processes involved in asset acquisition, and disposal, maintaining accounting integrity and enhancing reporting capabilities. Assets may be maintained in various books for different reporting and tracking purposes.

PeopleSoft Asset Management features several key functions:

- Adding Assets
- Depreciating Assets
- Adjusting and Transferring Assets
- Retiring Assets
- Reporting Assets

ADDING ASSETS

Assets may be added by Express Add, Basic Add, or through the PO/AP Interface. This section discusses Express Add and Basic Add. Assets can be added through Express Add and then Basic Add can then be used to add additional details, or the entire entry can be done through Basic Add

There are two main advantages to adding assets through Express Add. The first is the ease in which you can create a funding split for an asset. The second is that in Express Add, once you press the Save button the asset is automatically capitalized if it is over $5,000. The main disadvantage in using Express Add is that once you click the Save button, you cannot make any changes to certain fields. In Basic Add, both funding splits and capitalizing assets require much more work on the part of the employee adding the asset, but you can save what you have entered and still make changes to all fields if you have not yet clicked the Capitalize Asset button. We will cover both methods.

* - required field
\# - required field for assets in GAAP book

EXPRESS ADD

Using Express Add, assets are added and capitalized upon saving with a minimum of effort. Additional details can be added later utilizing Basic Information

Follow the navigation below to add an Asset.
Navigation: Asset Management – Owned Assets – Express Add

At the dialog box, click "Add" `Add` .

***Profile ID** – Identifies a profile set up in the Asset Profile table. The current asset will default to all financial and tax depreciation information defined in that profile. Any of these defaults may be overridden. Profile ID corresponds to the Class field on the legacy system. For assets under $5,000, use a profile that begins with the letter "U". For assets $5,000 and over (Capitalized assets), use a profile with just the four-digit number.

***Trans Date** – Typically represents the date the asset was actually acquired.

Description – Used to describe the asset. Will default from profile or user can override.

Acctg Date – Represents the date this transaction is posted to the general ledger. The accounting date will be validated against the general ledger open periods to determine the posting period. This can generally be the current date, or the last day of the prior month for applybacks.

> **NOTE:** The difference between the transaction date and the accounting date will determine if any prior period depreciation needs to be calculated. For example, an asset was acquired and placed in service on March 15, 2000 but didn't get entered in PeopleSoft Asset Management until June 1, 2000. All general ledger periods prior to June are closed. In this case, PeopleSoft Asset Management will automatically calculate depreciation starting in March and post it to the general ledger in June. Default date can be set up in the Operator Defaults panel.

Location – Usually identifies where the asset will be used. Only valid locations already set up in the Locations table are accepted.

Trans Code – Not used. Leave blank.

Tag Number – If this is a tagged asset, enter the tag number in this field.

Accum Depr in Current Pd – If checked, any accumulated depreciation for this asset will be booked to the current period. Otherwise accumulated deprecation will be booked to the previous period, which may need to be re-opened. If are "back-dating" an acquisition, this should be checked.

Rate Type – Not used. Leave as CRRNT.

Book Name – The book(s) the asset is being added to. The State of North Dakota uses the book "GAAP" for those assets equal to or over $5,000 and "UNDER" for those assets whose cost is less than $5,000. This is generally filled in by the system when the Default Profile button is checked.

*Quantity – The number of items being added.

*Cost - <u>Total</u> cost (not unit cost).

Salvage - The residual value of the asset. Subtracted from the cost to determine the depreciable basis used in depreciation calculations. Optional.

Category - Describes the general type of asset. Defined by the Profile. Must be previously established. This is generally filled in by the system when the Default Profile button is checked.

Cost Type - Not used. Leave blank

Accum Depr - The amount of depreciation <u>already recognized</u>. If you are adding assets that have depreciation from <u>prior years, enter that amount in this field</u>.

YTD Depr - (Year to Date Depreciation) If any portion of the accumulated depreciation amount applies to the current fiscal year, enter the amount of that portion. This is generally not used.

#Operating Unit – Used to designate the appropriation. Charged when the asset was purchased.

#Fund Code – The fund(s) that was charged when the asset was purchased. The fund is 3 digits, unless the asset was purchased with federal funds, in which case the fund is the 5-digit grant number.

For a funding split, where a single asset is funded by multiple sources, first fill in the ***Asset Cost Information*** *box with the asset's full amount in the* ***Amount*** *field, press* ***Default Profile****, then click the* [+] *in the* ***Asset Cost Information*** *box to add another grouping of acquisition details. Here, the funding can be split by entering in a separate fund code in each* ***Asset Cost Information*** *box, as well as the amount each funding source contributed. Be sure to fill in the Book Name and Category with the same values as the first set*

#Department – Used to designate the reporting level charged when asset was purchased (formerly the Cost Center).

Program – Not used. Leave blank.

Class Field – Used to designate the appropriation line. Charged when the asset was purchased. This field is comprised of the 3-digit operating unit, followed by "50" for capitalized assets (ex. 80150), or "30" for non-capitalized assets (ex. 80130) for most agencies. Some agencies have different appropriations.

Project – Used to designated the project charged when the asset was purchased. Optional.

Asset Additional Information

CAP # - The State of North Dakota does not currently use this field.

Asset Class - Asset Class is used to classify assets for reporting purposes. It is currently only being used for IT assets.

Asset Status – This should generally be In Service.

FERC Code - (Federal Energy Regulatory Commission). Generally not applicable.

Acquisition Date - Date the asset was acquired. This will default from Transaction Date if left blank.

Acquisition Code - Indicates how you acquired the asset. The default is "Purchased".

Collateral Asset – N/A (Used only in Japan)

Parent/Child Asset: If you are adding a parent or child asset, select "Parent" or "Child" in this field. If "Child" is chosen, enter the appropriate Parent ID into the field that appears.

Taggable Asset – Check to indicate that this asset should be tagged.

Capitalized Asset - Check box defaults from the asset profile. You cannot update this field. This check box will be turned on for assets that have been capitalized.

Composite Asset – Not used.

Set R and D Info…   Used to record Research and Development information. Not used.

NOTE - Be sure all asset cost information and the profile are correct before saving. Once you save this page you cannot change any of that information. Also, once this page is saved you cannot continue to add or change information in this page group – that would have to be done in the Basic Add page.

Click 🖫 Save .

ADD AN ASSET USING EXPRESS ADD – CHECKLIST

Navigation: Asset Management – Owned Assets – Express Add

  Lines in Italic are optional entry.
  - At the dialog box, click "Add" .
  - Enter the **Profile ID**.
  - *Enter Description*
  - *Enter Location.*
  - *Enter Tag Number.*
  - Check Accum Depr in Current Period, if Transaction Date is prior months.
  - Enter Transaction Date (Date agency received asset)
  - Enter Accounting Date if applicable. (Last day of prior month, if open)
  - Click Default Profile button.
  - *Enter **Quantity** (or fraction of quantity if split funding source).*
  - Enter **Cost** of item (or portion of cost for split funding source).
  - *Enter **Salvage Value** (or portion of cost for split funding source), if applicable.*
  - If capitalized item (over $5,000 in total):
    - Enter **Operating Unit**
    - Enter **Fund Code**
    - Enter **Department**
    - *Other accounting fields are optional.*
  - *If not a capitalized asset, this line of fields is optional.*

  - If asset has more than one funding source:
    - Click the ⊞ to the right of the Salvage Value field. This will create a second "row" of Asset Cost Data and will take your cursor to the first field in that second "row" of data.
    - Enter the **Book Name** (use same book as first "row").
    - Enter **Quantity** (quantities should be adjusted to partial items for split funding sources (i.e. .7500 and .2500))
    - Enter portion of **Amount.**
    - *Enter portion of **Salvage Value**, if applicable.*
    - Enter Category (use same category as first "row")
    - If capitalized item (over $5,000 in total):
      - Enter **Operating Unit**
      - Enter **Fund Code**
      - Enter **Department**
      - *Other accounting fields are optional.*
    - *Repeat for any additional funding sources.*

  - *Enter Serial ID.*
  - Enter Asset Class if IT related Asset
  - *On Depreciation Information tab, change Useful Life, if desired.*

Review information entered – fields in bold above cannot be changed after saving.
Click Save. Additional information can be entered through the Basic Add pages.

BASIC ADD

Basic Add is used to add an asset and to edit information for an existing asset. Basic Add provides more flexibility in the amount of detail that you want to enter with an asset. In addition, you don't need to know all of the necessary information at the time of entry, as assets can be saved without capitalizing them.

Use the following navigation:
Navigation: Asset Management – Owned Assets – Basic Add
Enter the Asset ID to be modified or select **Add New Value** and click [Add].

Asset Information

Description - Describes the asset. Will default from Profile, but user can overwrite.

Short Description - Short description of the asset. This will default from description if left blank.

CAP#: Ties the asset to a Capital Acquisition Plan. Not used.

Seq # - Sequence number is only used in conjunction with CAP#. Not used.

Taggable Asset – Check to indicate that this asset should be tagged. Will automatically be checked when a tag number is entered.

Tag Number: Enter a tag number, if applicable.

Asset Class: Select an Asset Class from a predefined list. It is currently only being used for IT classification.

Asset Status – This defaults to In Service.

*Acquisition Date - Enter the date the asset was acquired.

Collateral Asset – N/A (Used only in Japan)

Acquisition Code - Indicates how you acquired the asset. The default is "Purchased".

FERC Code - (Federal Energy Regulatory Commission). Enter if applicable.

Financing Code - Not used.

Replacement Cost - Indicates how much it would cost to replace this asset.

Last Update - If you are calculating the replacement cost using an index, the date you performed the Last Update will display in this box. If you enter a Replacement Cost, this field is required.

Index & SubIndex Name - When you calculate the replacement cost, the original replacement cost will be adjusted by the index and subindex you specify. The State of North Dakota does not use this feature.

Parent/Child Asset - If you are adding a parent or child asset, select "Parent" or "Child" in this field. If "Child" is chosen, enter the appropriate Parent ID into the **Parent ID** field. Parent-Child assets cannot also be composite or group assets.

*Profile ID – Enter the appropriate asset Profile ID. This corresponds to the Class field on the legacy system.

Capitalized Asset – Box will be selected if this asset has been capitalized, otherwise not. You cannot edit this check box directly.

New Asset - Check to indicate a new asset (default).

Replacement Asset/Asset ID - Check to indicate a replacement asset.

Contact - Reference person for the particular asset and agency.

Phone # - Contact's phone number.

| Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Custodian/License/Manufacturer |

Unit: 11000 **Asset ID:** NEXT   **Tag:**   In Service

Acquisition Details   Find | View All   First ◄ 1 of 1 ► Last

Description: [   ]

System Source: [▼]

Incentive ID: [   ]

Quantity: [1.0000]

Amount: [0.00]   **Category:** [   ] 🔍

Sales Tax: [0.00]   **Cost Type:** [ ] 🔍

Use Tax: [0.00]

Freight: [0.00]   Interfaces Info...

                                    Acquisition Detail Chartfields

Total Amount: $0.00

*****Capitalize:** [To be Capitalized ▼]   **Currency:** [USD] 🔍

▽ **Capitalization Information**

Profile ID: [   ] 🔍   **Default Book:** GAAP   **Trans Date:** [03/11/2004] 📅

Rate Type: [CRRNT] 🔍   ☐ Accum Depr in Current Pd   **Acctg Date:** [03/11/2004] 📅

                                                             Trans Code: [▼]

[Capitalize]   **Amount left to Capitalize:**   0.00 USD   **Quantity left to Capitalize:**   1.0000

Asset Acquisition Detail

Description - Enter a description of the asset.

System Source - System source that added the asset. Leave Blank.

*****Quantity -** Enter the quantity being added.

*****Amount -** Enter the total cost of the asset.

Sales Tax - Enter the amount of the sales tax.

Use Tax - Enter the amount of the use tax.

Freight - Enter the freight amount.

Capitalize – Leave as To be Capitalized regardless of cost**.**

Vendor ID – Enter Vendor ID from list.

Vendor Name – Defaults from Vendor ID. If Vendor ID is left blank, a name can be typed in.

Interfaces Info… - Can "tie" addition to original purchase documents (i.e. purchase order, voucher).

Enter Business Unit in any section used. You can then do look-ups to enter related document numbers. Click OK when finished.

Category – Will default from profile

Cost Type – Not used.

Acquisition Detail Chartfields – Enter accounting information here. (Optional for assets under $5,000)

Operating Unit, Fund Code and Department are required for assets over $5,000 – other fields are optional. Click OK when finished.

Multiple funding sources must be added after asset is capitalized –that will be covered later in this section.

Currency – Defaults to a value of USD.

*Trans Date – Typically represents the date the asset was actually acquired.

*Acctg Date – Represents the date this transaction is posted to the general ledger. The accounting date will be validated against the general ledger open periods to determine the posting period. This can generally be the current date, or the last day of the prior month, if that month is still open. (Assets entered in July using the Acctg date of June 30 will be additions of the prior fiscal year.)

Rate Type – Not used. Leave as CRRNT.

Accum Depr in Current Pd – If checked, any accumulated depreciation for this asset will be booked to the current period. If are "back-dating" an acquisition, this should be checked.

Trans Code – Not used. Leave blank.

The **CAPITALIZE** button should be clicked as the final step in adding the asset. Once this is clicked and the asset is saved, asset cost information and certain other fields are final and can no longer be changed. **DO NOT CLICK THIS BUTTON NOW**.

Location/Comments/Attributes

This page is used to enter the physical **Location** of the asset, any **Comments** pertaining to the asset, and the **Physical Attributes** of the asset.

Effective Date – the Date the asset was placed in this location.

Location – Enter the location from the list provided (these are set up in the location table used primarily in Procurement).

Document Field – Free form field with a limit of ten characters to add any additional description needed. Can be used to enter additional location information.

Authorization – This section is generally not used.

Room Number – Additional ten character field sometimes used as part of location.

The **Comments** and **Physical Attributes** sections are free-form fields and can be filled out as desired.

Image section – You can upload a picture of the assets. Due to unknown data space issues, this feature is generally not used at the current time.

Custodian/License/Manufacturer
This page is used to record various **Manufacturer Information**, **License Information,** and **Custodian Information**, as desired.

Click [Save].

> Note: As assets move among locations or custodians, PeopleSoft Asset Management allows you to keep a complete history of all locations and/or custodians and make comments. Click the [+] sign to Add a New Row in the Location, Comments or Custodian Information box. In this new row, you can enter in the new information, without losing the previous information.

ADDING AN ASSET USING BASIC ADD – CHECKLIST

Navigation: **Asset Management – Owned Assets – Basic Add**
> *Lines in Italic are optional entry.*
- Select **Add New Value** and click Add.
    - *Enter Description*
    - *Enter Tag Number*
    - *Enter Asset Class if IT related asset*
    - Enter Acquisition Date
    - Enter Profile ID
- Go to Asset Acquisition Detail tab.
    - Enter Quantity
    - Enter Amount (Excluding Freight)
    - *Enter Freight Amount*
    - *Enter Vendor ID or Vendor Name*
    - *Click on* Interfaces Info…
        - *Add Business Unit and other document information, as desired*
        - *Click OK*
    - Click on Acquisition Detail Chartfields (Optional for assets under $5,000)
        - Enter Operating Unit, Fund Code and Department (required over $5,000)
        - *Enter other Chartfields details (optional)*
        - Click OK. Note: Multiple Funding sources will be added later.
    - Enter Trans Date (same as Acquisition Date)
    - Enter Accounting Date (last day of prior month if apply back)
- *Go to Location/Comments/Attributes tab*
    - *Enter Location from list (ensure effective date is correct)*
    - *Enter Document, Room Number, Comments and Physical Attributes, as desired.*
- *Go to Custodian/License/Manufacturer tab.*
    - *Enter various fields as desired. (Leave chartfields blank – not tied to accounting.)*
- Click on Save. Asset is NOT YET CAPITALIZED or finalized. This record can be saved at any point in the entry process and data changed later, as long as the Capitalize button has not been clicked on. Once that button has been clicked and the record saved, certain cost acquisition information can no longer be changed. Review data entered (Asset Information and Acquisition Detail) before finalizing.

- **TO FINALIZE ASSET:**
- Go to Asset Acquisition Detail tab.
    - Click on the yellow Capitalize button. (A new Asset Cost Information section appears below. This copies the information entered previously.)
    - If the asset has a funding split, click on the + in this section to add a new row.
        - Adjust the Quantity and Cost information in each row to reflect the portion of the funding split for each row.
        - In the second "row", enter the Book and Category used in the first row.
        - Enter Operating Unit, Fund Code and Department (required over $5,000)
        - *Enter other Chartfields details (optional)*
    - Add additional rows as necessary.
- When all information is reviewed, click Save. This will capitalize the asset.

COPY AN EXISTING ASSET

You can copy an existing asset if its financial and physical information is similar to a new asset you want to create.

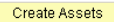*Navigation:* Asset Management – Owned Assets – Copy Existing Asset
Enter the Asset ID to be copied or the Business Unit and click [Search].

Select the asset you wish to copy.

Number of Asset Copies to create – Enter the number of asset copies you wish to create.

Trans Date – Typically represents the date the asset was actually acquired.

Acctg Date – Represents the date this transaction is posted to the general ledger. The accounting date will be validated against the general ledger open periods to determine the posting period.

Trans Code – Not used.

Asset Copy Options – Select which information you would like copied to the new assets by checking the boxes next to the information titles.

Asset ID – Defaults in as NEXT. Do not change this information.

Click [Create Assets].

Verify and/or change any necessary information in the new assets.
Click [Save].

PENDING TRANS UPDATE / DELETE

Asset Management allows you to update or delete assets that have not gone through the depreciation calculation process (recently added). This provides an opportunity for data validation and correction prior to processing.

To edit pending transactions, use the following navigation:

Navigation - Asset Management - Send/Receive Information - Change/Delete Pending Trans

Select the pending asset to be edited.

DELETE

To delete, click the [Delete...] button. Click [OK] at the validation page. The following message will appear:
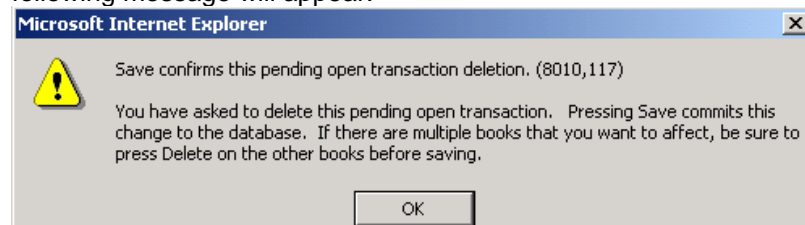
Click "OK" then [Save] at the **Pending Trans Update/Delete** page to complete the deletion.

UPDATE

To update chartfield, quantity or cost information, click the [Update...] button.

Update the appropriate information and click [OK].

The following message will appear:

Click "OK" then at the **Pending Trans Update/Delete** page to complete the update.

To change Transaction Date or Accounting Date click .

Make the desired changes and click .

REVIEWING ASSET INFORMATION

Asset information is stored on Peoplesoft in 3 different components. General physical information on the asset (i.e. location, manufacturer, physical attributes) are stored in the Basic Add Pages mentioned previously. The Asset Cost/Acquisition details and Depreciation details are stored in the two sections detailed below.

REVIEWING COST INFORMATION

To review cost/acquisition information for a specific asset use the following navigation:
Navigation – Asset Management – Review Cost/Depr Activity – Cost History
Select the appropriate asset to review, then navigate throughout the pages.

REVIEWING DEPRECIATION INFORMATION

To review depreciation information for a specific asset use the following navigation:
Navigation – Asset Management – Review Cost/Depr Activity – Asset Depreciation.
Select the appropriate asset to review, then navigate throughout the pages.

ADJUSTMENTS

ADJUSTING COST AND QUANTITY

Asset Management allows you to adjust cost and or quantity using several options:

- By change in net cost or net quantity.
- By change in percentage of net cost.
- By net cost per row.
- By new quantity per row.
- By cost change per row.

Navigation – Asset Management – Financial Transactions – Cost Adjust/Transfer Asset

Transaction Code is optional.

Rate Type, Copy Changes to Other Books, and Adjust other books by should be left with their default values.

Select **Action** of "Adjustment" and click ![GO!].

Adjust All Rows By: Allows you to adjust multiple rows by the same value: **Percent, Quantity,** or **Cost.** Enter adjustment then click ![Apply] to show the change reflected on all rows. Each individual row can then be edited before saving the adjustment.

To adjust a single row, simply enter the adjusted value into the appropriate field: **Quantity, Cost,** or **Salvage.**

Adjust Current Row By allows you to adjust the cost by entering the adjustment amount (positive or negative) and clicking ![icon].

Save the adjustment.

CHANGING LOCATIONS

Navigation: Asset Management – Owned Assets – Basic Add

At the selection page, identify the asset to be changed.

Click on the Locations/Comments/Attributes tab.

Click on the + below the Location bar.

Enter the Effective Date of the location change. Enter the new Location and any other location type information. Click Save.

RETIREMENTS AND REINSTATEMENTS

PeopleSoft Asset Management enables you to fully or partially retire assets in the past, present, or future. Occasionally, you may need to reverse a retirement transaction. For these occasions, we also provide the ability to reinstate a retired asset using the pages within the Asset Retirements component.

When all units and all cost of an asset are retired, the asset is considered fully retired. The asset is taken off your books after the retirement has been fully processed and accounting entries have been created. No further depreciation will accrue.

You can partially retire an asset by either quantity or cost. Depreciation continues to be processed for the amount that remains.

RETIRE AN ASSET

To retire an asset use the following navigation:
Navigation – Asset Management – Financial Transactions – Retire/Reinstate Asset
At the selection page, identify the asset to be retired.

Click ![Retire].
Retirement fields are available for entry.
Select the proper **Tran Code.**
Quantity and **Cost** are automatically populated with the retirement values. These can be changed if doing a partial retirement.
Enter **Removal Cost** and **Proceeds** if applicable. (Proceeds include Trade-in value.)

Save.

REINSTATE AN ASSET

To reinstate a previously retired asset use the following navigation:
Navigation – Asset Management – Financial Transactions – Retire/Reinstate Asset
At the selection page, identify the asset to be reinstate.
Click Reinstate.
Save.

REPORTS AND QUERIES

RUNNING QUERIES

Peoplesoft has reporting capabilities that allow user to download and information maintained on the system whenever needed. Queries are less formal version of a report. There are several queries already developed for users to run, and agency IT personnel can develop additional queries as needed. To run a query:

Navigation – Reporting Tools – Query – Query Viewer

This brings up a search page. Asset reports all begin with NDS_AM – enter that in the search field.

New

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: [Query Name ▼] begins with [NDS_AM]

[Search] Advanced Search

Search Results

'Folder View: [-- All Folders -- ▼]

Query				Customize | Find | View All |
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML** **Run to Excel**
NDS_AM01	Net Book Value	Public		Run to HTML Run to Excel
NDS_AM01A	Net Book Value with profile	Public		Run to HTML Run to Excel
NDS_AM02	Asset List by Location	Public		Run to HTML Run to Excel
NDS_AM03	Retirement Activity	Public		Run to HTML Run to Excel
NDS_AM04	Asset Transaction Dates	Public		Run to HTML Run to Excel
NDS_AM05	Asset List for Download	Public		Run to HTML Run to Excel
NDS_AM06	Asset GL Distribution	Public		Run to HTML Run to Excel
NDS_AM11	Asset List for Download w/qty	Public		Run to HTML Run to Excel
NDS_AM55	Asset List for Download w/SN	Public		Run to HTML Run to Excel

Select a query to run, then click on **Run to HTML** or **Run to Excel** to the right of the query name and description. (Run to HTML will create a informal report that can be printed. Run to Excel will download that data into an Excel type file that can be copied and pasted into Excel.)

This will open up a new window. You may be prompted to enter your Business Unit and/or Book name (GAAP or UNDER). Then click View Results.

As additional statewide queries are added, they will be named with the NDS_AM prefix. Agency developed queries may start with NDS and the agency name or number – your IT person should provide you with those names.

RUNNING REPORTS

Peoplesoft has many reports available for users to run/create on an as needed basis. These are standard reports based on the general information most Peoplesoft users need. We have found that many of these do not meet the State of North Dakota's unique needs so we have developed several other custom reports. These reports are generally in a PDF format and can be saved to file or printed. We will cover the basics on how to run reports, and then provide a list of custom reports and the navigation for each.

After navigating to a report, the user will be asked to enter a Run Control ID:

Asset Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

/ Find an Existing Value \ Add a New Value \

Search by: Run Control ID begins with [ ]

☐ Case Sensitive

[Search] Advanced Search

Find an Existing Value | Add a New Value

The run control is simply a database record that allows a user to define criteria for a specific process. The run control is saved after it is created and can be used again, or modified, the next time the same process is run. Run controls are unique to a user ID.

The first time a report is run you will need to add a new value. The run control can be any alpha/numeric combination but cannot have spaces. Once the run control is entered you will proceed to the parameters page.

/ Parameters \

Run Control ID: jds   Report Manager   Process Monitor   [Run]

Language: [English ▼]

Report Request Parameters

Unit: [11000] 🔍   **Type of Report**
                                 ○ Detail   ○ Summary

Location: [ ] 🔍

Book Name: [GAAP] 🔍

Fiscal Year/Period Range

From Fiscal Year: [ ]   Period: [ ]   Category: [ ] 🔍

Thru Fiscal Year: [ ]   Period: [ ]   Operating Unit: [ ] 🔍

                                           Fund Code: [ ] 🔍

                 OR   Department: [ ] 🔍

Date Range

From: [ ]   Thru: [ ]   Program Code: [ ] 🔍

                                             Class Field: [ ] 🔍

                                             Project: [ ] 🔍

                                             Subsystem PC Bus Unit: [ ] 🔍

                                             Subsystem Activity ID: [ ] 🔍

                                             Subsystem Analysis Type: [ ] 🔍

[Save]   [Return to Search]   [Notify]   [Add]   [Update/Display]

You will always need to enter your Business Unit and Book Name (report can only be run for one book at a time). Often times you will also need to specify some date criteria so you only select the current fiscal year.

After the parameters are entered, click the Run button in the upper right. This will take you to the Process Scheduler Request page where you can select which report to run.

The reports developed specifically for the State of North Dakota (custom reports) start with ND. Click the box in front of the applicable report, then click OK. This will kick off the report generation and return you to the parameters page.

There are 2 ways to go view your report:

- Click on Process Monitor. In the new screen you will see the status of the process. Click refresh periodically to update the status. Once the status is Success and the Distribution Status is posted, click on Details to the right. In the next screen, click on View Log/Trace. In the next screen, click on the blue hyperlink ending in .PDF – this will open up the report for you to view.
- Click on Report Manager. In the new screen

CUSTOM DEVELOPED REPORTS

Some of the delivered reports may suit your needs, but these reports do not contain the Tag Number field, which is crucial for most state agencies. Therefore, several custom reports created specifically for state agency users. You will notice on the Parameters page that you can limit the report to specific chartfields – that functionality is for the delivered reports and generally will not work with the custom reports, so leave those fields blank.

Physical Inventory Reports
Navigation: Asset Management – Reports – Owned Assets – Asset by Location
For this report enter the Business Unit and Book Name.

There are currently two custom reports available on the Process Scheduler Request page – **ND Asset Listing by Location** and the **ND Asset Listing By Loc & Doc ID**. These reports are sorted by Asset Category (i.e. Equipment, Buildings, etc) and Location. The second report has one more sort added to it – the Document field. An example of one of the reports is shown.

NDS_AM02   5/12/2005   4:58:47 PM

Asset List By Location & Document ID

                                                                    Page 17 of 25

11000 - Office of Management & Budget

110301 - Heritage Center - GROUNDS

Tag	Description	Profile	Acq dt	Manufacturer	Serial ID	Original Cost	Parent ID	Doc ID	Custodian
420123	PARKING LOT POWER SWEEPER	5575	8/1/01		6500 7164	23,985.00		GROUNDS	
420303	TORO GROUNDMASTER MOWER	5258	7/1/03		230000122	37,350.00		GROUNDS	Old R,F SPENCER
479011	JOHN DEERE 544B LOADER	5376	8/1/79		311091	45,851.00		GROUNDS	
479021	1979 JOHN DEERE TRACTOR	5376	10/1/79		509686T	22,595.00		GROUNDS	
482012	FORD 1700 TRACTOR LOADER	5376	5/1/82		U711224	9,135.00		GROUNDS	
486002	RCA CAMERA-ZOOM LENS	3103	1/1/82		23660	5,406.00		GROUNDS	
494028	HENKE 12' PLOW	5127	11/1/94		7916	14,850.00		GROUNDS	
497025	JOHN DEERE LOADER	5517	10/1/97		DW544HX563670	97,900.00		GROUNDS	
497028	72" GROUNDSMASTER/W CAB	5544	11/1/97		70955	17,922.00		GROUNDS	
497029	72" GROUNDSMASTER/ W CAB	5544	11/1/97		70431	17,922.00		GROUNDS	
	Total for Document ID GROUNDS					**292,916.00**			

        Asset Balance Reports

Navigation: Asset Management – Reports – Cost and Depreciation – Asset Net Book Value
For this report enter your Business Unit, Book Name and the Fiscal Year and Period.

There is currently one custom report available here – the **ND Net Book By Category & Fund**. This report shows the Cost, Depreciation and Net Cost information for your assets in a Book. An example of the report is shown.

NDS_AM01   5/13/2005   8:59:55 AM

Net Book Value by Category and Fund
Accounting Period - 12 Fiscal Year - 2005

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80100 - Transportation, Department of
Book - GAAP

Tag Number	Description	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
017081	TECHGNOSIS DBI (GIS PILOT LICE	34,800.00	0.00	0.00	31,320.00	3,480.00
017082	ORACLE (GIS PILOT LICENSE)	11,923.00	0.00	0.00	10,731.02	1,191.98
017206	SPSS VER 6.1 FOR WINDOWS	5,619.00	0.00	0.00	5,056.92	562.08
017338	INTERSECTION MAGIC VER 6.010	5,200.00	0.00	0.00	4,680.00	520.00
017496	STORAGE SYSTEM F-1, COMPAQ PRO	9,074.00	0.00	292.79	8,166.84	907.16
018317	HIGHLAND HIGHVIEW IMAGING VER	32,774.00	0.00	1,230.00	29,497.00	3,277.00
018467	DUPLEX SCANNER FUJITSU M4097D	9,227.00	100.56	1,106.56	3,676.56	5,550.44
018468	DUPLEX SCANNER FUJITSU M4097D	9,227.00	100.56	1,106.56	3,676.56	5,550.44
018471	ESRI ARCSDE VER 8.1.2	8,000.00	157.17	1,728.57	5,628.57	2,371.43
018472	ESRI ARCIMS VER 4.0.1	10,017.00	196.72	2,164.42	7,047.72	2,969.28
018484	IMAGE SCANNER, FUJITSU M4009D	8,157.00	88.66	975.66	2,374.07	5,782.93
E01803	DYNATEST MOD. 8000 DEFLECTOMET	85,203.00	0.00	0.00	76,682.62	8,520.38
E02151	CAMERA CONTROL UNIT P220	28,345.00	0.00	0.00	25,510.42	2,834.58
E02231	PEEK ADR-7000KD/SL/WIM PORTABL	12,052.00	135.00	1,484.80	9,361.60	2,690.40
E02318	PAVEMENT INSPECTION EQUIP	229,920.00	1,935.71	21,293.31	40,453.07	189,466.93
E02318-001	PAVEMENT INSPECTION EQUIP	145,320.00	1,223.26	13,455.56	23,143.56	122,176.44
L01537	PRO XRS PATHFINDER W/TDC1	5,790.00	0.00	0.00	5,211.00	579.00
	Totals for Category EQUIP	**1,362,444.00**	**7,806.37**	**87,395.56**	**669,515.09**	**692,928.91**
Category - INFRA						
2-LANE 008	2-Lane Addition Jan 2005	6,433,242.00	17,870.10	107,220.70	107,220.70	6,326,021.30
2-LANE-002	6/30/02 ADDITION TO 2-LANE HWY	2,089,106.00	5,820.43	64,024.93	209,101.14	1,880,004.86
2-LANE-003	2003 ADDITION TO 2-LANE	10,338,638.00	28,801.44	316,815.84	690,155.69	9,648,482.31
2-LANE-004	2 LANE HIGHWAY	6,428,712.00	17,908.15	196,989.35	304,134.17	6,124,577.83
2-LANE-005	2004 ADDITION TO 2 LANE	6,181,561.00	17,218.93	189,408.63	206,579.51	5,974,981.49
2-LANE-006	2004 ADDITION TO 2 LANE	6,181,561.00	17,218.93	189,408.63	206,579.51	5,974,981.49
2-LANE-007	2004 ADDITION TO 2 LANE	6,181,562.00	17,218.97	189,408.67	206,579.55	5,974,982.45
382000	HAR STATION AM2009	32,186.00	103.64	1,140.04	11,147.04	21,038.96
4-LANE-002	2003 ADDITION TO 4-LANE	2,171,463.00	6,049.32	66,542.02	144,955.91	2,026,507.09
4-LANE-003	4 LANE HIGHWAY	4,359,085.00	12,142.88	133,571.58	206,223.21	4,152,861.79
4-LANE-004	4 LANE HIGHWAY	4,359,084.00	12,142.85	133,571.55	206,223.19	4,152,860.81

Retired Asset Report
Navigation: Asset Management – Reports – Retirement – Retirement Information Report
For this report enter the Business Unit, Book Name and Date Range for the fiscal year.

There is currently one custom report available here – the **ND Asset Retirement**. An example of the report is shown.

NDS_AM03   5/13/2005   9:53:22 AM

Retirement Activity

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80100 - Transportation, Department of

GAAP

Asset Tag	Description	Retire Dte	Disp Cd	Ret Type	Fund	Project ID	Qty	Original Cost	Accum Depr	Proceeds	Removal Costs	Gain/Loss
001009-001	HWY 10 ROW	1/25/2005	Sale	Ordinary	200		0.53	59.89	0.00	81,336.50	0.00	0.00
001111-001	HWY 11 ROW	1/25/2005	Sale	Ordinary	200		4.70	220.90	0.00	1,610.00	0.00	0.00
001339-001	HWY 13 ROW	1/25/2005	Sale	Ordinary	200		5.27	495.00	0.00	4,100.00	0.00	0.00
002221-001	HWY 22 ROW	1/25/2005	Sale	Ordinary	200		4.45	222.50	0.00	1,780.00	0.00	0.00
002269	CHEMICAL SPREADER-EPOKE	1/25/2005	Sale	Ordinary	200		1.00	6,035.00	2,715.50	37.50	0.00	-264.50
002269	CHEMICAL SPREADER-EPOKE	1/25/2005	Sale	Ordinary	200		1.00	6,035.00	0.00	37.50	0.00	37.50
002269	CHEMICAL SPREADER-EPOKE	1/25/2005	Sale	Ordinary	200		0.00	0.00	0.00	0.00	0.00	0.00
002269	CHEMICAL SPREADER-EPOKE	1/25/2005	Sale	Ordinary	200		0.00	0.00	0.00	0.00	0.00	0.00
002797	WATER TANK TRLR MN CORR	10/29/2004	Sale	Ordinary	200		1.00	6,720.00	6,048.00	62.70	0.00	-609.30
002926	SWEEPER TRUCK MTD MB CO	2/4/2005	Sale	Ordinary	200		1.00	6,395.00	4,618.34	200.00	0.00	-1,576.66
002977	1975 CAT USED V50B	10/29/2004	Trade-In	Ordinary	200		1.00	10,400.00	9,360.00	0.00	0.00	-1,040.00
004096	CHAMPION 158 ON V1096	10/15/2004	Sale	Ordinary	200		1.00	5,600.00	5,040.00	0.00	0.00	-560.00
004319	SNOWPLOW REVERSIBLE FAL	2/8/2005	Sale	Ordinary	200		1.00	5,174.00	4,313.28	75.00	0.00	-785.72
004655	SNOWPLOW REVERSIBLE WA	10/15/2004	Scrap	Ordinary	200		1.00	5,227.00	4,704.00	0.00	0.00	-523.00

Additions Report
Navigation: Asset Management – Owned Assets – Asset Acquistions

There is not yet a custom report available, but it will be developed.

APPENDIX 1 - PO/AP INTERFACE

Through PeopleSoft it is possible to enter Asset information on a Purchase Order. When the Asset is received, Asset Management can be updated with the physical information, when the Asset is paid through AP the financial information is updated. This is optional functionality. The steps of interfacing are covered in the exercises below.

STEP 1: PROCESS PO

PO Information
Select or create a PO for an asset that has not been received.
Navigation: *Purchasing, Purchase Orders, Maintain Purchase Orders*

(Buyer)
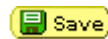From the Schedule page, click on Distributions.
Select the Asset Information tab.
Enter the AM Unit
Enter the Asset Profile

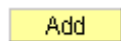IMPORTANT! - Make sure the Capitalize box is clear (unchecked).

Click OK .

Save

Continue to process PO through Dispatch.

STEP 2: RECEIVING

(Bookkeeper)
Receive Asset
Purchasing, Shipments, Maintain Receipts

Add

Enter Purchase Order number in ID field. (Make sure the Ship To is correct or blank)
Click on Search .
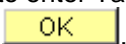Click (✓) in Sel column for all lines to be received.
Click OK .
Enter quantity received in Receipt Qty.

Check ✓ the Serial box ☑ and click on the AM Status (this should be Pending)
Enter Tag Number and Serial ID (if they are available)
If you receive a quantity greater than 1, there will be a row for each unit received. Be sure to enter Tag Number and Serial ID for each unit.
Click OK .

[Save]
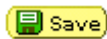
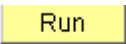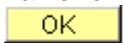This step populates table RECV_LN_ASSET.

STEP 3: PUSH RECEIVER INFORMATION TO INTERFACE

Note: This independent step is not necessary because the Automated Interface set up is done as shown on the configuration document. Therefore, the asset information is pushed to the interface table (INTFC_PRE_AM) upon saving the Receiver. If that were not the case, then you would need to follow the following procedure.

Navigation: Purchasing, Shipments, Process Receipts

Add or Find Existing Value for a run control. In this case, call the run control PUSH_REC.
On the Process Receipts parameters page, enter the business unit and Receiver number being interfaced.

Press [Run]. This brings up the Process Scheduler Request page. Select a server name of "PSNT" and select the process "Receiver Interface Push." Then press [OK].

View the status of the process on the Process Monitor.

Note: This process loads physical information into the table INTFC_PRE_AM.

STEP 4: PREVIEW INFORMATION FROM RECEIVING

(AM Supervisor)
Navigation: Asset Management, Send/Receive Information, Preview AP/PO Information.

Enter PO# or Receipt# and click on [Search].
Review the Asset information and make changes if necessary.

Status should be Pending

[Save]
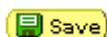
STEP 5: CREATE AND PROCESS THE VOUCHER

The Accounts Payable staff should create the voucher by copying from the Receiver instead of the Purchase Order. By doing this, there are more keys on the voucher that

will help the system match voucher information to receiver information later in the interface process.

The voucher must be completed through post.

STEP 6: LOAD ASSETS FROM ACCOUNTS PAYABLE

> *Navigation: Accounts Payable, Batch Processes, Interfaces, Load Asset Request*

Add or Find an Existing Value for a run control ID with the name "LOAD_AP_TO_AM."

On the Load Asset Request Parameters page, select the following:

Request ID: INTFAPAM

Request Descr: Interface from AP to Asset Mgt

Process Frequency: Always Process

Process Option: Process Voucher (It is best to process by voucher instead of the other options available. This will allow the Asset Manager to verify that Step 3 Push Receiver has been completed on the related receiver.)

Then enter the business unit and voucher ID for each asset to be processed.

Click **Run**.

This brings up the Process Scheduler Request page. Verify server name (PSNT) and process description (Payables to Assets Interface)

Click **OK**. You can view the status of the process in Process Monitor.

This process populates table INTFC_PRE_AM.

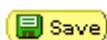## STEP 7: PREVIEW INFORMATION FROM ACCOUNTS PAYABLE

> (AM Supervisor)
> *Navigation: Asset Management, Send/Receive Information, Preview AP/PO Information.*
>
> Enter PO#, Receipt# or Voucher # and click on **Search**.
> Review the Asset information and make changes if necessary.
>
> Status should be Pending

STEP 8: RETRIEVE INFORMATION

Asset Management, Send/Receive Information, Retrieve Info from AP/PO

Select or add a Run Control ID named "RETRIEVE_ASSETS."

On THE Payables/Purchasing Interface, enter the appropriate Business Unit.

Click **Run**.

Verify server (PSNT) and process description (PO/AP/AM Interface).

Click **OK**. You can view the status of the process in Process Monitor.

This process loads the Transaction Loader tables (INTFC_FIN and INTFC_PHY_A.)

STEP 9: PREVIEW DATA IN LOADER TABLES (OPTIONAL)

Navigation: Asset Management, Send/Receive Information, Approve Financial Information or Approve Physical Information.

All lines populate as pre-approved. Set any line to unapproved, if needed, to keep it from being loaded to the Asset Management tables.

STEP 10: UNITIZE OR CONSOLIDATE ASSETS (IF NEEDED)

Note: The serialization attribute on the item is the easiest, most efficient way to use the interface and it streamlines the business process. Unitize/consolidate should only be necessary if you haven't installed PeopleSoft Purchasing, since Purchasing serializes or leaves items/assets consolidated, for the entire process.

However, these processes are still available if a transaction gets through to asset management that hasn't been Unitized or Consolidated.

Navigation: Asset Management, Send/Receive Information, Load Transactions, Unitize Assets or Consolidate Assets.

Since these features are not likely to be used, they are not discussed here. If more information is needed, please consult PeopleBooks.

STEP 11: LOAD TRANSACTIONS TO AM

Asset Management, Send/Receive Information, Load Transactions, Load Transactions into AM.

Select or add a Run Control ID named "LOAD_AM_FINAL."

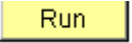On the Run Transaction Loader page, select the range of Interface IDs to be loaded. Also change process frequency to "Always." **Note: You must enter interface values in the "Interface ID" and "To Interface ID" fields or nothing will be processed.**

To find Interface Ids from Purchasing, use Load Status of "Pending" and select ⊙ Physical Records, then click on the

Search icon   ; the available interface IDs will be displayed in the Interface Information section.

To find Interface Ids from Accounts Payable, use Load Status of "Pending" and select ⊙ Financial Records, then click on the

Search icon   ; the available interface IDs will be displayed in the Interface Information section.

After selecting the correct range of interface IDs click `Run`.

 Verify server (PSNT) and process description (Asset Transaction Loader).

Click `OK`.

STEP 12: VERIFY INFORMATION

Asset Management, Search for an Asset

Using appropriate search criteria

Note: All assets from Receiving that have not been vouchered will have an Asset Status value of "Received (Not in Service)."
All assets from Accounts Payable will have an Asset Status value of "In Service."

Click `Search`.

STEP 13: CHANGE OR DELETE PENDING TRANSACTIONS

Navigation: Asset Management, Send/Receive Information, Change/Delete Pending Trans

This page gives the Asset Management manager one last time to fix or delete an asset prior to processing depreciation, journals and loading reporting tables.

There are three buttons: Update, Delete, and Edit Trans Info. Update allows for changes to ChartField strings and various other information. Edit Trans Info allows for changes to the transaction date and accounting date.